

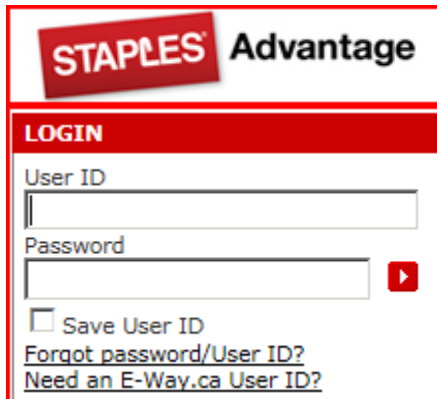


HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

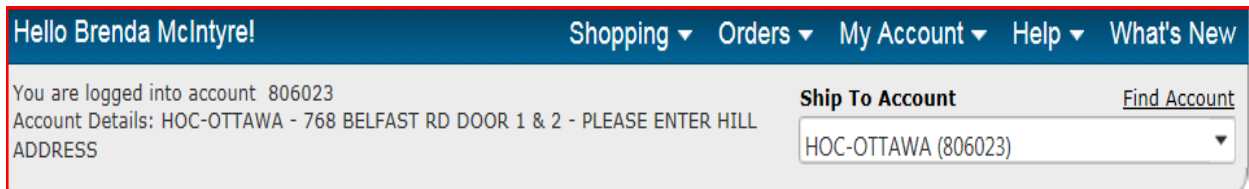
E-Way User Guide

1. Logging onto E-Way (www.eway.ca/hoc)

- Enter your **User ID** and **Password** (see [password policy](#)) in the **LOGIN** section, then click on the arrow.

The screenshot shows the Staples Advantage login interface. At the top is the 'STAPLES Advantage' logo. Below it is a red 'LOGIN' header. The login form contains two input fields: 'User ID' and 'Password'. To the right of the password field is a red button with a white right-pointing arrow. Below the password field is a checkbox labeled 'Save User ID'. At the bottom of the form are two links: 'Forgot password/User ID?' and 'Need an E-Way.ca User ID?'.

- Log in; a welcome message with your name and account number will appear.

The screenshot shows the user's account page after a successful login. A blue header bar displays 'Hello Brenda McIntyre!' on the left and navigation links 'Shopping', 'Orders', 'My Account', 'Help', and 'What's New' on the right. Below the header, a grey bar shows 'You are logged into account 806023' and 'Account Details: HOC-OTTAWA - 768 BELFAST RD DOOR 1 & 2 - PLEASE ENTER HILL ADDRESS'. On the right side of this bar, there is a 'Ship To Account' section with a 'Find Account' link and a dropdown menu currently showing 'HOC-OTTAWA (806023)'.

2. Verifying/Editing your profile

- As part of a one-time set-up, you will receive your user ID and password by email. To activate your account, modify your password and confirm your profile information. Make sure to select the following and to save your changes by clicking on Next:
 - a) **On Account** in the field **Preferred Payment Method**;
 - b) **Yes** in the field **Send order confirmation by email?**; and
 - c) **All orders** (preferably) in the field **Default Order History setting**.

Account Activation

Please confirm your profile information.

1 Create a password 2 **Confirm your profile Information** 3 Start Shopping

< Previous Next >

1. General Information

* indicates required fields

First Name
 *

Last name
 *

Title

Preferred Language

Email Address
 *

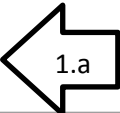
Secondary Email Address

Phone Number **Extension**
 - - *

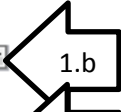
Fax Number
 - -

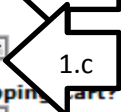
Add a ; between addresses if more than one.

2. Payment and Credit Card Information

Preferred Payment Method
 * 


3. Settings

Send order confirmation by email?
 * 

Default Order History setting
 * 

Merge same products into 1 line on Shopping cart?

Show last product added to Shopping Cart on top?


 < Previous Next >

- If you need to update your profile later on during another session, click on the **My Account** menu, then **Edit My Profile**.

3. Finding the appropriate account

- If you have been given the rights to order for several accounts, select the appropriate account number from the **Ship To Account** drop-down list (a).
- If you are authorized to order for more than 50 accounts, click on **Find Account** (b) to access the **Find Account** section (c). To retrieve the appropriate account, fill out any of the fields in this section. Click on the appropriate account number in the **Client No.** column (d).
- The **Ship To Account** drop-down list will not be available unless you have been given the rights to order for several accounts or you have created a list of favourite accounts, which allows you to speed up your next account retrieval. To create a list, click on the star (e) located on the left side of the account number. The next time you need to find an account, click on **Favourites only** (f) in the **Find Account** section.

You are logged into account 180637
Account Details: EDMONTON - 4990 92ND AVE - SUITE 12 - JAMES

Ship To Account EDMONTON (180637) **Find Account**

FIND ACCOUNT

Enter Keywords Look In Sort by Search

☒ Contains ☐ Begins with ☒ Any words ☐ All words ☐ Favourites only

Show all accounts (429)

FAV	CLIENT NO.	NAME	COST CENTER	ADDRESS	CARE OF
☆	208636	DES COMMUNES / 3098	3098	888 3RD AVE SUITE 204 VAL-D'OR QC J9P5E6	ROMEO SAGANASH DEPUTE
☆	2631	CHAMBRE DES COMMUNES / 3112	3112	30 RUE CHARLES STE-GENEVIVE-BATISCAN QC G0X2R0	LISE ST-DENIS, DEPUTEE
☆	219842	HOUSE OF COMMONS / 3025	3025	560 SELKIRK AVE OPENED FROM NOON TO 4PM WINNIPEG MB R2R2V1	KEVIN LAMOUREUX
☆	239500	HOUSE OF COMMONS / 3041	3041	2483 MAIN ST # 10 WESTBANK BC V4T2E8	DAN ALBAS, MP
☆	303169	HOUSE OF COMMONS	HOC-OTTAWA	768 BELFAST RD DOOR 1 & 2 PLEASE ENTER HILL ADDRESS OTTAWA ON K1G0Z5	

4. Searching for items

- Now that you are logged into your account or on behalf of another account, you are ready to place your order.
- First, to locate the items to be ordered, you can use the **Categories** section (a) in the left column or the search function (b).

Categories

Staples® Business Products

Eco-Friendly

Beverages & Snacks

Cleaning & Janitorial

Personal Care & Safety

Mailing & Shipping

Ink, Toner & Ribbons

Furniture

Office Supplies

Filing & Storage

Paper, Pads & Notebooks

Educational Supplies

Apple Products

Hello Brenda McIntyre!

Shopping ▾ Orders ▾ My Account ▾ Help ▾ What's New

You are logged into account: 806023

Account Details: HOC-OTTAWA - 768 BELFAST RD DOOR 1 & 2 - PLEASE ENTER HILL ADDRESS

Ship To Account

HOC-OTTAWA (806023)

Find Account

The new MacBook Air

All the power you want. All day long.

Shop now ▸

- A green \$ (c) means that the item is part of the contracts we have with Staples (negotiated price).
- A red X (d) means that the item has been restricted and cannot be ordered.
- When you have located your items, enter the quantity (e) and click on **Add to Cart** (f).

pen

Search

Find ink or toner here.

Lines in cart: 2

\$25.09

View Cart

Check Out

Hello Brenda McIntyre!

Shopping ▾ Orders ▾ My Account ▾ Help ▾ What's New

You are logged into account: 806023

Account Details: HOC-OTTAWA - 768 BELFAST RD DOOR 1 & 2 - PLEASE ENTER HILL ADDRESS

Ship To Account

HOC-OTTAWA (806023)

Find Account

Home / Writing Instruments / Pens

Results for: "pen"

Showing 1 - 25 of 370 items

Filter By:

All Products

Sort By:

Hide Images ▾

List View

Grid View

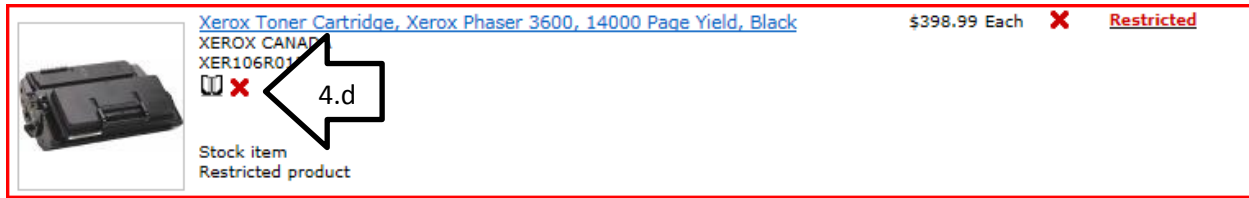
Page: 1 2 3 4 5 next ▸ ▸

Compare

Add Selected

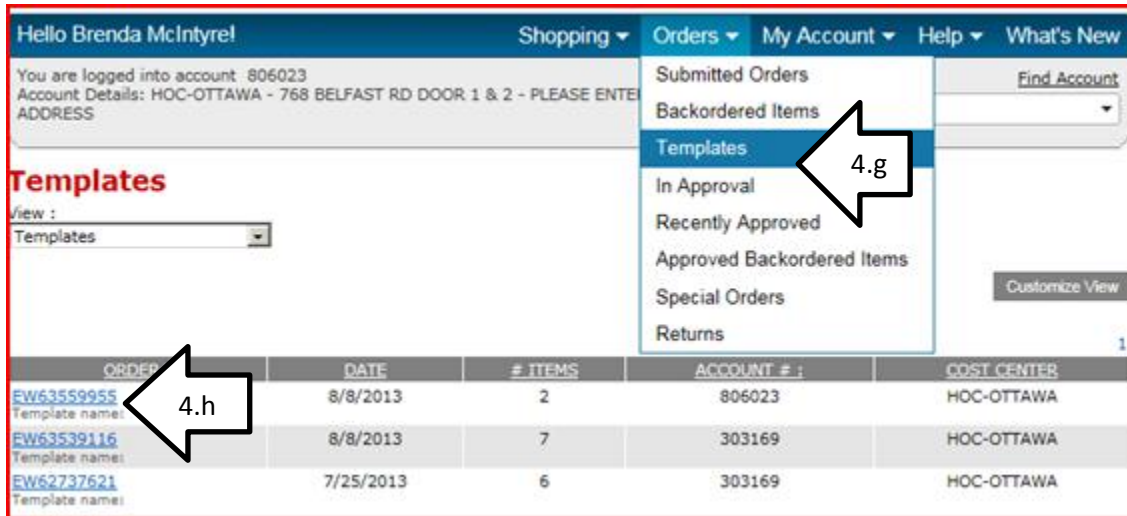
	DESCRIPTION	PRICE	UOM	QTY	
	Paper Mate® Flexgrip Ultra® Retractable Floating Ball® Pen, Medium Point, 1.0mm, Blue Ink PAPERMATE PAP95101 	\$1.48	Each	10	<div>Add to Cart</div>
	BIC® Round Stic® Ballpoint Pens, Medium Point, 1.0mm, Blue Ink, 12/Box BIC INCORPORATED BICGSM12BE (20 reviews) 	\$1.03	Box		<div>Add to Cart</div>

5



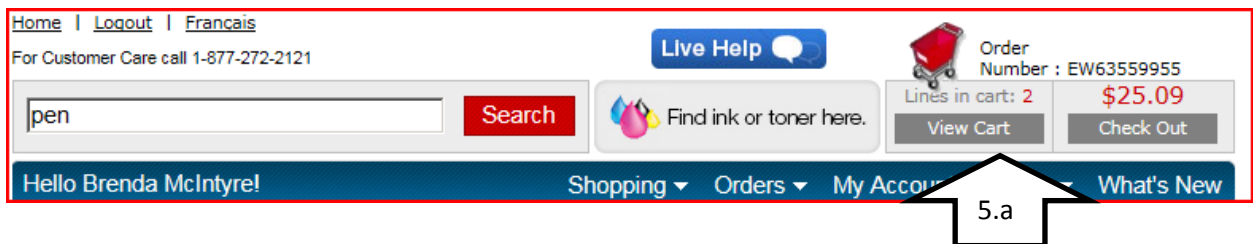
Templates

- Another way to fill your cart is to click on **Template** in the **Orders** menu (g). (See **5. Accessing your cart** for instructions on how to create a template.)
- Select a template by clicking on the order number (h) and **Copy To Cart**, then follow steps 4.e and 4.f above.



5. Accessing your cart

- When all your items have been added to your cart, you can access it.
- Click on **View Cart** (a).



- Verify the items on your list.
- Enter notes in the **Line Notes** field (b) for internal distribution.
- If you want to use this order as a template, click on **Save As Template** (c). Click on **Copy To Cart** (d) to use it immediately.
- Once your order is complete, click on the **Check Out** button (e) located at the top right of your screen.

Shopping Cart

[Clear Cart](#)
[Save As Template](#)
[Check Out](#)

QTY	PRODUCT NUMBER	LINE NOTES
<input type="text"/>	<input type="text"/>	<input type="text"/>

Message

This order will be routed for approval after you checkout.

[Show/Hide details](#)

PRODUCT DETAIL

[Hide Line Notes](#)

[Delete Selected](#)

QUANTITY	PRODUCT NUMBER	DESCRIPTION	LINE NOTES	YOUR PRICE UOM	TOTAL	
Order 10 Ship 10	PAP95101	Paper Mate® Flexgrip Ultra® Retractable Floating Ball® Pen, Medium Point, 1.0mm, Blue Ink Stock item		\$1.48 Each	\$14.80	Delete <input type="checkbox"/>
Order an additional \$35.20 before taxes, to maximize your savings. Read More					<div>PRODUCT TOTAL</div> <div>\$14.80</div>	
					<div>PST/HST</div> <div>\$1.92</div>	
					<div>TOTAL</div> <div>\$16.72</div>	

Add to Shopping List:

Add To List

[Clear Cart](#)

[Save As Template](#)

[Check Out](#)

QUANTITY	PRODUCT NUMBER	DESCRIPTION	YOUR PRICE	UOM	TOTAL
Order 10 Ship 10	PAP95101	Paper Mate® Flexgrip Ultra® Retractable Floating Ball® Pen, Medium Point, 1.0mm, Blue Ink Stock item	\$1.48	Each	\$14.80
<div>PRODUCT TOTAL</div> <div>\$14.80</div>					
<div>PST/HST</div> <div>\$1.92</div>					
<div>TOTAL</div> <div>\$16.72</div>					

[Copy To Cart](#)

[Move To Cart](#)

[Delete](#)

6. Submitting your order

- Verify your order one last time.
- Under tab **1. Delivery Details**: for orders shipped to parliamentary offices, the Warehouse address appears by default on the first address field. Specify the address to be used by the Warehouse in the **Address 2** field (a) (e.g. 418N Centre Block, or 131 Queen Street, Room 12-20). The **Attention** (b) and **Delivery Instruction** (c) fields may be used for other kind of delivery information.
- Click on **Next** to go to tab **2. Payment Details**. Make sure that **On Account** (d) has been selected.
- Click on **Next** to go to tab **3. Review & Confirm**. This tab includes other fields to enter additional information:
 - **P.O. Number** (e): As the PO number has not been provided yet, this field can be used to specify:
 - the last and first name of a Member (if the order is for a Member), followed by a reference number, if any; and

- the Service Area and directorate, e.g. FS-MCM (if the order is for the House Administration). You may also want to enter a project number. This information will be used for electronic record filing purposes.
- **Optional Comment (f)** may also be used accordingly.
- When no other changes or additions are required, click on **Submit Order (g)**.

Order Checkout Process

1. Delivery Details 2. Payment Details 3. Review & Confirm

[Return To Cart](#) [Next](#) **Order # : EW63470946**
View Order Details ▼

Delivery Details

Delivery Address

Company Name *

Attention 6.b

Address *

Address 2 6.a

City, Province *

Postal Code *

Delivery Instruction 6.c DO NOT use to specify alternate address location or for Special Delivery products

[Return To Cart](#) [Next](#)

Order Checkout Process

1. Delivery Details 2. Payment Details 3. Review & Confirm

[Return To Cart](#) [Previous](#) [Next](#) **Order # : EW63470946**
View Order Details ▼

Payment Details

Payment Method

☒ Place this order on account. Payment will be made according to the previously established Terms. 6.d

☐ Set As Default The default payment method may not be available in all accounts.

[Return To Cart](#) [Previous](#) [Next](#)

Order Checkout Process

1. Delivery Details
2. Payment Details
3. Review & Confirm

[Return To Cart](#)
[Previous](#)
[Submit Order](#)

Order # : EW63470946
[View Order Details](#)

Review & Confirm

Message
This order will be routed for approval after you checkout. [Show/Hide details](#)

Order Information

* indicates required field

Ordered by
Michel Biron

Phone Number
813 - 998 - 7922 *

Extension

P.O. Number

Cost Center
1001-750 *

Account #
250020 *

Optional Comment (not transmitted with order)

Display of Order Comments

Order Details

QUANTITY	PRODUCT NUMBER	DESCRIPTION	YOUR PRICE	UOM	TOTAL
Order 10	PAP95101	Paper Mate® Flexqrip Ultra® Retractable Floating Ball® Pen, Medium Point, 1.0mm, Blue Ink	\$1.48	Each	\$14.80
Ship 10		Stock item			

Order an additional \$35.20 before taxes, to maximize your savings.
[Read More](#)

PRODUCT TOTAL	\$14.80
PST/HST	\$1.92
TOTAL	\$16.72

[Return To Cart](#)
[Previous](#)
[Submit Order](#)

Note: The **Approvers** section appears if your order requires approval before being processed. Your buyer profile allows you to select the approver(s) who will receive the notification email:

- Check the box next to each person you wish to select. (Click on the checked box to undo your selection.) You must select at least one approver.
- You must select at least one approver from the list.
- Your selection will appear by default in your next order.



This selection only applies to the email notification. All approvers in your group can still **approve, reject or modify** your order whether they received a notification or not. Your own

confirmation email will contain all the names in your approval group, even if you did not select them to receive a notification email.

- After the order has been submitted, you will receive an E-Way order confirmation by email.

E-Way Order EW63559955

Thank you for ordering from Staples Advantage Canada. Your E-Way order EW63559955 has been received and is being processed.

Please feel free to contact us at 1-877-272-2121 or simply reply to this email if you have any questions regarding your order.

Sincerely,
Staples Advantage Canada
www.EWay.ca

Product	Description	Unit	Qty	Your Price	Total
PAP95101	Paper Mate® Flexgrip Ultra® Retractable Floating Ball® Pen, Medium Point, 1.0mm, Blue Ink	EA	10	\$1.48	\$14.80
Line Note : For Suzanne					
Availability: Stock item					
Product Total:					\$14.80
PST/HST:					\$1.92
Total:					\$16.72

Order Information
Ordered by: Brenda McIntyre
P.O. Number:
Cost Center : 1064
Account #: 806023

Internal comments
Delivery Address
Account# : 806023
HOUSE OF COMMONS / 1064
768 BELFAST RD DOOR 1 & 2
PLEASE ENTER HILL ADDRESS
OTTAWA ON
K1G0Z5

Payment Information
Order billed on account

7. Tracking submitted orders

- From the **Orders** menu on the login page, you can access orders that have been submitted, as well as orders that have items on back order (a).
- You can also click on **Customize View** (b). To electronically file orders by services or by Member, check the **PO Number** box (c) and click on **Save**.

The screenshot shows the 'My Orders' page for a user named Brenda McIntyre. The page has a top navigation bar with 'Shopping', 'Orders', 'My Account', 'Help', and 'What's New'. The 'Orders' menu is open, showing options like 'Submitted Orders', 'Backordered Items', 'Templates', 'In Approval', 'Recently Approved', 'Approved Backordered Items', 'Special Orders', and 'Returns'. An arrow labeled '7.a' points to the 'Submitted Orders' option. Below the navigation bar, the 'My Orders' section shows a 'View' dropdown set to 'Submitted orders'. A table lists orders with columns: ORDER#, DATE, TOTAL, ACCOUNT #, P.O. NUMBER, COST CENTER, and ORDER BY. One order is shown: ORDER# FW52630582, DATE 3/6/2013, TOTAL \$214.70, ACCOUNT # 843974, P.O. NUMBER 2812, COST CENTER 2812, and ORDER BY Brenda McIntyre. The status is 'Fully shipped'. An arrow labeled '7.b' points to the 'ORDER BY' column header. Below the table, there is a 'Customize View' button. An arrow labeled '7.c' points to the 'Customize View' button. Below the table, there is a 'Select the fields you wish to customize your Submitted orders List:' section with checkboxes for: Order Number, Order Date, Order Total, Account #, Cost Center, Ordered by, PO Number, Address Line 1, Order Details, Ship To, and Order Value. The 'Save' button is at the bottom.

8. Return orders

Fill out the *Request for Return Authorization* form, which is available under **Returns** in the **Orders** menu. It is preferable to check the box **Contact me to discuss this return** (a) to avoid any eventual problem. Once your return has been approved, you will receive the return authorization number, which you will need to provide in order to exchange the items or receive a full credit against your account.

The returned items must be new, and where possible, returned in their original packaging.

Request for Return Authorization

[For full terms & conditions see <http://www.eway.ca/Eway/termsAndConditions.aspx?>]

The majority of catalogue items returned in re-sellable condition and in original manufacturer packaging will be processed at no charge to the customer, if the request is received within 30 days from the original date of shipment. Past 30 days a minimum 15% restocking charge may apply. Computer peripherals, digital cameras, PDA, electronic and electric products are not returnable. Special order items are not returnable other than those that are defective.

Furniture sourced specifically for the customer or custom made furniture is not eligible for return. Upon approval, "stocked" inventory products may be returned with the customer paying a restocking fee of up to 25% of the purchase price. The returned product must be in new condition and returned in the original carton, where possible.

Return Authorization requests for defective products must be obtained prior to returning a defective product within 60 days of receipt. After 60 days, please contact the manufacturer's directly for instructions (refer to page 660 of your catalogue). In the unlikely event you receive a defective own brand product, you may return this at any time for a full refund or replacement. Your satisfaction is 100% guaranteed.

1. Information

Name

Cost Center

Current Ship To Account

Email Address

Phone Number - -

Fax - -

2. Return Options

Choose your return option:

3. Pick Up Address

First Address

Second Address

Third Address

Province

Postal Code

4. Contact preferences

You may indicate how you would like to be contacted by checking one of the boxes below

☐ Contact me to discuss this return

How would you like to be contacted:

☒ E-mail

☐ Phone

☐ Fax

5. Comments

[Reset](#)

9. Approving orders

Only selected approvers are notified by email when an order has been placed. They (and all other approvers) can go to E-Way.ca/HoC to **Approve**, **Reject** or **Modify** the order. (Note: On E-Way.ca/HoC, a message box will appear on the home page to notify approvers, once again, that an order has been placed.)

Orders Waiting for Approval message box



1. The number of orders waiting for approval is indicated.
2. Click on **View Orders**.